



Bureau of Immigration, Kolkata Seaport
Ministry of Home Affairs, Govt. of India
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Circular No: 01/SPK/Est/2026-272

Dated- 07/05/2026

Sub- Documents required for Vessel Clearance

This is to inform that henceforth, shipping agents shall submit the below mentioned documents in prescribed format (when applicable) for immigration clearance for vessels within the jurisdiction of Syama Prasad Mookerjee port, Kolkata (Kolkata Dock System/KDS and Haldia Dock Complex/HDC). This is for strict compliance.

01) Arrival intimation/PANS

- I. Pre-arrival report/PANS (Pre-Arrival Notification of Security).
- II. Crew Manifest including details of Security Guards.
- III. Last ten ports of call,
- IV. Stowaway declaration
- V. Sailing NOC from last port
- VI. Passenger Manifest in case of passenger vessel.

02) At berth/Arrival clearance

- I. Vessel Arrival Report,
- II. Arrival crew Manifest,
- III. Undertaking from Master of the vessel,
- IV. Diversion letter, if applicable

03) Documents for Vessel Sailing Clearance

- I. Departure Crew list and Passenger list in case of passenger vessels,
- II. Master/Agent request letter giving departure notice.


07/05/2026
Chief Immigration Officer
Bol, Seaport Kolkata

Chief Immigration Officer
Kolkata Seaport Immigration Check Post
Bureau of Immigration, Ministry of Home Affairs
Govt. of India, Kolkata-22

To:

1. Association of Shipping Interest in Kolkata/ASIC
2. All Ship Handling Agents operating at KDS and HDC, SMPK.

Encls: As stated above.